

**HALL MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
April 15, 2014**

APR 23 2014

TOWN OF ELLINGTON
TOWN CLERK'S OFFICE

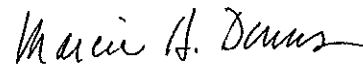
- I. Chair John Halloran called the regular meeting of the Hall Memorial Library Board to order at 7:35 PM. Board Members Mary Clements, Mary Blanchette, Janet Wieliczka, Peter Nickerson, and Richard Petrucci were present. Also in attendance were Patricia Grundman, Children's Librarian, and Susan Phillips, Library Director. Marcia Downs was present as Recording Secretary.
- II. Citizen's Forum –Cheryl Chamberlin and Debi Cormier, library staff members, were present at this meeting.
- III. Approval of Minutes of the March 11, 2014 Meeting – The minutes were reviewed and unanimously accepted (Blanchette/Wieliczka) as written.
- IV. Treasurer's Report – The Treasurer's Report for March 2014 was distributed by Marcia Downs and reviewed by the members present.
- V. Current Year Budget – A copy of the current year-to-date budget was circulated and reviewed.
- VI. Library Director's Report – Sue Phillips distributed copies of the Director's Report dated 4/15/14. The report was reviewed and discussed. At this time Mary Blanchette questioned why the doors and windows of the building were open while the heat was presumed to be on. Sue Phillips responded that at this time the heat was not on, nor was the air conditioning. Windows and doors are often opened during the transitional seasons to take advantage of the fresh air.
- VII. Friends of the Library Report – Sue Phillips reported that plans are being made for a Victorian Tea on September 20, 2014, with the FOL as a potential partner. There is also a proposal for a Crossword Puzzle Tournament in February 2015, possibly as a fundraiser. Peter Nickerson reported that the Book Sale that was held on April 11 through 13 was very successful, but as of this date there was no dollar total available.
- VIII. Old Business –Building Maintenance – Doug Flamino from CD Builders will supply quotes for the Building Maintenance items that were discussed at the last Board Meeting. - Annual Review of By-Laws – The By-Laws were last reviewed in 2012. This item will be tabled until the next regular Board Meeting in May.
- IX. New Business – Personnel Statement - Sue distributed a copy of the current Personnel Policy for review. A motion was made (Blanchette/Nickerson) and unanimously accepted to accept the changes in The Hall Memorial Library Personnel Policy Statement as proposed by the Director.

At this time, Sue Phillips requested an addition to the agenda concerning a new policy about Credit card use within the Library. A motion was made (Blanchette/Clements) to add this to the agenda. A motion to accept the new The Hall Memorial Library

Credit Card Acceptance/Information Security Policy was made and unanimously accepted (Wieliczka/Clements). Sue will check with the Tax Office to make sure that our policies align with theirs.

- X. Director's Concerns – None.
- XI. Correspondence – None.
- XII. Adjournment – Chair John Halloran adjourned the meeting at 8:35 PM with a unanimous vote (Clements/Wieliczka).

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Marcia H. Downs".

Marcia Downs